

Chief, Management Staff

21 June 1956

Chief, Records Management Staff

Weekly Report - Week Ending 20 June 1956

1. A compilation of reports prepared for or sent to the DD/S has been forwarded to Mr. [REDACTED]

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2. Funds have been approved for securing architectural and engineering drawings of the proposed expansion of the Records Center building.

3. The files of the Psychological Strategy Board were retired to the Records Center. PSB is the predecessor of the present Operations Coordinating Board and these files constitute the official record set for the Agency.

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4. Mr. [REDACTED] has completed the 40 hour Basic Supervision training course.

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5. Miss [REDACTED] have completed the 20 hour Effective Writing training course.

6. Three new and 1 revised forms were completed.

7. The Records Center received 122 cubic feet and disposed of 62 cubic feet of inactive records.

[REDACTED]
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25X1A9a MgtS/RMS/[REDACTED]:pat (6/21/56)